

## **9 FAM 41.103 Procedural Notes**

### **9 FAM 41.103 PN1 Form OF-156, Nonimmigrant Visa Application**

#### **9 FAM 41.103 PN1.1 Filing Form OF-156**

*(TL:VISA-2; 8-30-87)*

When the application part of Form OF-156 is detached from the rest of the form, it is the appropriate size for filing in the post's consolidated visa index card file.

#### **9 FAM 41.103 PN1.2 Affixing Photograph to Form OF-156**

*(TL:VISA-162; 2-24-97)*

Posts shall staple *or* glue photographs to Form OF-156.

### **9 FAM 41.103 PN2 Translating Visa Forms**

#### **9 FAM 41.103 PN2.1 Authorizing Translation of Form OF-156**

*(TL:VISA-47; 8-30-91)*

The Department has authorized posts to translate Form OF-156 locally and without prior approval of the Department, provided that any translation accurately conveys the English language text. Posts must forward a copy of the translation to the Department (CA/VO/F/P). In a country with two or more official languages, posts may print Form OF-156 in each language.

#### **9 FAM 41.103 PN2.2 Availability of Translations of Form OF-156**

*(TL:VISA-162; 2-24-97)*

Posts may request copies of Form OF-156 in other languages from the posts indicated *below*.

Arabic - Cairo

Chinese - Hong Kong

*Dutch - Amsterdam*

French - Paris

German - Bonn

Portuguese - Lisbon

Russian - Moscow

Serbo-Croat - Belgrade

*Spanish - Buenos Aires*

*Mexico City will supply copies for Mexican posts.*

## **9 FAM 41.103 PN3 Authorizing Printing and Distribution of Form OF-156**

### **9 FAM 41.103 PN3.1 Posts May Print But Not Change Form OF-156**

*(TL:VISA-47; 8-30-91)*

Posts are authorized to reproduce or print Form OF-156 locally. However, they are not authorized to make any changes in either the wording or the format of this form.

### **9 FAM 41.103 PN3.2 Furnishing Form OF-156 to Transportation Companies and Travel Agents**

*(TL:VISA-47; 8-30-91)*

Posts may provide Form OF-156 to transportation companies and reputable travel agents.

### **9 FAM 41.103 PN3.3 Printing of Form OF-156 by Transportation Companies**

*(TL:VISA-47; 8-30-91)*

Some shipping companies and airlines may wish to print Form OF-156 for the use of local travel agents. There is no objection to this, provided that they do not change the text and format in any manner. Moreover, no advertising is permitted on Form OF-156. [See 9 FAM 41.103 PN4 below.] Posts shall check printer's proofs before giving approval to ensure that the wording and format are correct.

## **9 FAM 41.103 PN4 Regulations Governing Advertising on Government Forms**

### **9 FAM 41.103 PN4.1 Prohibiting Private Advertising on Government Forms**

*(TL:VISA-2; 8-30-87)*

Paragraph 14 of the Government Printing and Binding Regulations published by the Joint Committee on Printing, Congress of the United States, provides that "...no Government publication or other Government printed matter, prepared or produced with either appropriated or nonappropriated funds or identified with an activity of the Government, shall contain any advertisement inserted by or for any private individual, firm, or corporation; or contain material which implies in any manner that the Government endorses or favors any specific commercial product, commodity or service."

### **9 FAM 41.103 PN4.2 Travel Agents and Carriers Not To Print Names, Addresses, or Slogans on Form OF-156**

*(TL:VISA-47; 8-30-91)*

The Department has been informed by members of the staff of The Joint Committee on Printing that permitting the name and address of any carrier or travel agent or any private commercial slogan to appear on Form OF-156 would represent a violation of the regulation quoted in 9 FAM 41.103 PN4.1 above, even if the form were printed at private expense.

